

# Retention and Classification Report

**Agency:** Payson (Utah) (761)

439 West Utah Avenue  
Payson, UT 84651  
801 465-5200

**Records Officer** SARA HUBBS

28321	Cemetery burial permits and reports
85020	City Council minutes
25209	Publications

**AGENCY:** Payson (Utah)

**SERIES:** 28321

3

**TITLE:** Cemetery burial permits and reports

**DATES:** 1903, 1933, 1953-

**ARRANGEMENT:** Chronological by burial date.

**DESCRIPTION:**

This series contains permits allowing the transport and burial or disposal of human remains. These permits were issued by the state where the individual died and state law required that the cemetery sexton receive such a permit prior to allowing "burial or other disposition of a human body". The sexton was directed to retain these permits. Many of the permits in this series were issued by the Utah State Division of Vital Statistics, but some were issued by other states. The permits typically record such information as the name of the deceased, sex, race, date and place of birth, date and place of death, place of residence, method of disposal, cemetery information, funeral director information, and date of burial.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

This series has permanent historical value as primary documentation of the identity of individuals buried in the cemetery.

**AGENCY:** Payson (Utah)

**SERIES:** 28321

**TITLE:** Cemetery burial permits and reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Payson (Utah)

**SERIES:** 85020

4

**TITLE:** City Council minutes

**DATES:** i 1853-

**ARRANGEMENT:** Chronological according to date of entry.

**DESCRIPTION:**

The city and town council minute book was created as the official record of the city council meetings. Handwritten entries were usually made by the city clerk in meetings that were held on a regular basis. Special meetings were scheduled as needed. Typical entries contain information about budgeting and finance; city ordinance; business and professional licensing procedures; police activities; and improvements in public service such as street repairs.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm duplicate: For records beginning in 1853 through 1945.  
Retain in State Archives permanently.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public UCA 52-4-7(3) (2008)

**SECONDARY CLASSIFICATION(S):**

Protected. UCA 63G-2-305(32) (2008)

**AGENCY:** Payson (Utah)

**SERIES:** 25209

3

**TITLE:** Publications

**DATES:** 1985-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the city of Payson or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published. Holdings include "Box Lake Dam Design Report" (November 1985).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 03/12/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

**PRIMARY CLASSIFICATION:**

Public